

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 12, 2020**

**10:05 a.m. – 11:30 a.m.
Public Works Conference Room
7000 Florida Street, Punta Gorda, Florida**

Members Present: Jeffrey Nilsson, Chair
Phillip Smallwood
Lynn McCulloch

Members Absent: Apologies received from Andrew Wolf

County staff: Karlene McDonald, Community Liaison
Jason Ouimet, Maintenance & Operations Manager
Karly Greene, Operations Supervisor

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:05 a.m. A roll call was taken and a quorum was present.

Changes to the Agenda:

None

Citizen Input on Agenda Items (3-Minute Limit):

- Mr. DiMuzio asked how he could receive information on open work orders for the MSBU and requested clarification about the Sunshine Law as he would like the advisory board present at the upcoming community meeting.

Approval of Minutes:

The draft minutes from December 12, 2019 were unanimously approved as revised. Cape Horn Boulevard was changed to Yacht Club Boulevard under Citizen Input and Advisory Board Open Discussion. It was noted that Mr. DiMuzio suggested the advisory board review which roads to be repaved should be built out.

Unfinished Business:

- a. Maintenance of Streets and Drainage: Mr. Ouimet reviewed the drainage investigation Public Works had conducted within the Pirate Harbor MSBU and provided his recommendations to the Advisory Board. The outfall Pipe between Buccaneer Boulevard and Treasure Island Boulevard will have spot repairs conducted as soon as Public Works obtains Temporary Rights of Entry from two property owners. There are no existing easements. The outfall pipe between Buccaneer Boulevard and Pirate Harbor Boulevard has been cleaned and no further work is needed at this time. Mr. Ouimet noted there is no easement for this pipe and a gazebo has been installed on top. If repairs are needed in the future the structure would need to be relocated. Line and Grade and a new road crossing pipe is recommended for a portion of Pirate Harbor Boulevard. Ms. McCulloch motioned to open citizen input, seconded by Mr. Smallwood and unanimously agreed.
- Mr. Day noted there is a high spot in his swale driveway, he is planning on piping the driveway. Mr. Ouimet recommended the road crossing pipe and line and grade be completed prior to Mr. Day's driveway improvements.
- Mr. DiMuzio expressed the community's goal was for the Advisory Board and Public Works to coordinate. He inquired if the Public Works investigation used the list Mr. Smallwood had established.

Citizen input was closed by the Chair.

There was discussion on existing drainage issues along Treasure Island Boulevard. Public Works will shoot the grade along both sides of the road between 24268 and 24121 Treasure Island Boulevard.

Conversation ensued regarding the washouts along the south side of Jean Lafitte Boulevard. Engineering is going to contact Southwest Florida Water Management District (SWFWMD).

- b. Yacht Club Boulevard Entrance Sign: The Advisory Board discussed the importance of Roadway Signs for Yacht Club Boulevard. Mr. Ouimet noted any signs larger than 48 Inches will be fabricated by a contractor and installed on 2 I-beams. The Advisory Board recommended the signs match the size of Colony Point Boulevard and read: *Yacht Club Boulevard/Pirate Harbor/Next Right* going South-bound on Burnt Store Road and *Yacht Club Boulevard/Pirate Harbor/Second Left* for North-bound Burnt Store Road.
- c. Sidewalk on Yacht Club Boulevard: Mr. Smallwood motioned to open citizen input, seconded by Ms. McCulloch and unanimously agreed.
 - Mr. DiMuzio noted the community has declined to pursue a sidewalk project on Yacht Club Boulevard.

Citizen Input was closed by the Chair.

There was discussion on widening the road for a bike lane. Design is estimated at \$50,000 not including any Utility and drainage work that would need to be addressed pre-and post-construction. The Advisory Board agreed not to pursue the issue further due to costs.

New Business:

- a. Financial Reports: The FY19 fourth quarter final expenditure and the FY20 first quarter financial reports were reviewed. Ms. Greene confirmed there is approximately \$49,000 budgeted for Maintenance Services and only \$2,000 have been expended.

Citizen Input on MSBU Items (3-Minute Limit):

None

Advisory Board Open Discussion:

Ms. McCulloch inquired about the total cost for the proposed maintenance work ahead of paving. Ms. Greene noted if there is further discussion needed a special meeting can be scheduled to review maintenance services and costs.

Meeting Schedule / Items for the next agenda:

Future meetings are scheduled at 10 a.m. in the Public Works conference room as follows:

- June 11, 2020
- September 10, 2020
- December 10, 2020

The meeting adjourned at 11:30 a.m.

Submitted by: Karlene McDonald
Public Works Department



Chair Signature / Date

AGENDA

PIRATE HARBOR STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 12, 2020

**10 a.m., Public Works Conference Room
7000 Florida St., Punta Gorda, Florida**

ADVISORY BOARD: Jeffrey Nilsson, Chair
Andrew Wolf, Vice Chair
Lynn McCulloch
Phillip Smallwood

PUBLIC WORKS STAFF: Karlene McDonald, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: December 12, 2019
5. Advisory Board Business
 - a. Maintenance of Streets and Drainage
 - b. Yacht Club Boulevard Entrance Sign
 - c. Sidewalk on Yacht Club Boulevard
6. New Business
 - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

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FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
MSBU FINANCIAL HISTORY
FY 10 THRU FY 19
FUND 1406
PIRATE HARBOR STDR UNIT

	Budget	FY 18-19
	FY 18-19	12 Mo. Actual(a)
BEGINNING BALANCE	\$ -	\$ 250,330.77
REVENUES RECEIVED:		
Assessments	20,214.76	51,309.30
Interest	326.15	5,874.06
Excess Fees /Misc.	197.38	314.60
Net Inc(Decr) FMV/Invest.	341.19	3,830.08
Less: Reserve - FS 129.01	(575.79)	(2,687.17)
External Borrowing	-	-
Interfund Xfer from PHWW	19,674.75	-
Res Equity Xfer/So. Burnt Store Mtc	-	-
Total Revenue	116,864.00	61,328.04
TOTAL REVENUES & BALANCES	117,421.20	311,658.81
EXPENDITURES		
C/S - ROW Mowing	1,998.04	1,830.00
P/S - Engineering	4,651.60	5,650.00
P/S - Entry Signs	4,651.60	8,865.00
C/S - Entry Signs	4,651.60	40,650.00
6412004 C/S - Paving	-	-
C/S - Stormwater	-	-
C/S - Drainage Study	-	-
C/S - Installed Sod	-	2,926.00
C/S - Specialty Mowing	-	250.00
C/S - Survey	-	-
C/S - Landscaping	-	-
C/S - Landscaping	1,100.00	557.00
Central/Indirect Allocation	2,007.00	622.00
Postage	480.00	557.00
Advertising - Legal	-	67.68
Landfill Fees	-	500.00
MSBU Dept. Allocation	-	133.18
Equipment Repl. Chgs	758.16	964.72
Maintenance Services	11,189.48	13,934.38
Aquatic/Herbiciding	3,237.89	704.40
Tax Coll Fees/Oth Misc	275.00	-
Other Misc.	287.29	1,080.42
Materials- Road & Bridge	1,264.09	1,162.25
Sign Materials	186.66	135.54
6412004 Principal Payment	-	-
6412004 Interest Payment	-	-
Total Expenditures	16,308.77	18,601.66
ENDING FUND BALANCE	\$ 101,111.43	\$ 293,057.15
TOTAL EXPENSES & RESVS	\$ 117,421.20	\$ 311,658.81
	\$ 142,066.66	
	\$ 139,732.80	
	\$ 117,393.17	
	\$ 130,062.08	
	\$ 178,346.03	
	\$ 217,411.96	
	\$ 250,330.77	
	\$ 152,192.06	
	\$ 160,865.59	
	\$ 138,910.99	
	\$ 8,848.91	
	\$ 4,798.54	
	\$ 14,641.36	
	\$ 21,027.25	
	\$ 104,859.69	
	\$ 232,063.32	
	\$ 271,358.02	
	\$ 255,279.12	

Note (a): Twelve Month Actuals per Ledger Summary Report of 9/30/19
Maintenance Mgmt. System through 9/30/19

FINAL - Q1

CHARLOTTE COUNTY PUBLIC WORKS MSBU FINANCIAL HISTORY FY 11 THRU FY 20 FUND 1406 PIRATE HARBOR ST/D.R. UNIT

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Adopted Budget FY 19-20	FY 19-20 3 Mo. Actual(a)
BEGINNING BALANCE	\$ -	\$ 101,111.43	\$ 131,649.13	\$ 139,732.80	\$ 117,393.17	\$ 130,062.08	\$ 178,346.03	\$ 217,411.96	\$ 250,330.77	\$ 237,177.37	\$ 293,057.15
REVENUES RECEIVED:											
Assessments		20,214.76	20,308.44	20,202.05	20,139.85	51,412.89	51,481.97	51,477.94	51,309.30	121,062.00	62,144.01
Interest	786.27	526.15	635.26	632.12	946.55	1,282.38	2,326.21	4,006.74	5,874.06	982.00	486.89
Excess Fees /Misc.		197.38	175.02	153.98	139.53	375.40	393.17	280.61	314.60	-	-
Net Inc(Detr) FMV/Invest.	(229.07)	341.19	(575.79)	144.64	291.79	11.82	(494.06)	(1,819.23)	3,830.08	-	(11.86)
Less: Reserve - FS 129.01											
External Borrowing											
Interfund Xfer from PHMW		19,674.75									(6,102.00)
Res Equity Xfer/So. Burnt Store Mtc	116,884.00										
Total Revenue	117,421.20	40,954.23	20,542.93	21,132.79	21,517.82	53,082.49	53,707.29	53,946.06	61,328.04	115,942.00	62,619.04
TOTAL REVENUES & BALANCES	117,421.20	142,065.66	152,192.06	160,865.59	138,910.99	183,144.57	232,053.32	271,356.02	311,658.81	353,119.37	356,676.19
EXPENDITURES											
C/S - ROW Mowing	1,998.04	4,651.60	4,651.60	4,651.60	1,400.00	1,000.00	1,000.00	3,600.00	1,890.00	5,650.00	378.00
P/S - Entry Signs								8,865.00			-
0412004 C/S - Paving											70,000.00
C/S - Drainage Study											-
C/S - Installed Sod											-
C/S - Specialty Mowing									250.00	2,926.00	-
C/S - Survey											-
C/S - Landscaping				2,900.00	500.00		551.00	622.00	557.00	758.00	758.00
Central/Indirect Allocation	1,100.00	2,007.00	480.00	450.00	450.00	1,034.00					-
Postage					398.95						-
Advertising - Legal									205.59	133.18	500.00
Landfill Fees								67.68			-
MSBU Dept. Allocation							726.31				-
Equipment Repl. Chgs	758.16	58.38	267.28	2,249.65	184.74	24.98	11,602.98	78.22	994.72	5,876.25	108.37
Maintenance Services	11,169.48	3,237.89	6,688.90	30,617.10	5,582.10	1,984.93	761.07	7,036.04	13,934.38	49,270.47	2,043.28
Aquatic/Herbicide											-
Tax Coll Fees/Oth Misc		275.00	287.29	298.20	308.63	754.63		758.31	704.40	2,410.25	1,242.88
Materials- Road & Bridge	1,264.09		104.19	2,305.87					22.39	2,158.09	30.30
Sign Materials		186.66			24.49					223.14	-
0412004 Interest Payment											-
Total Expenditures	16,309.77	10,416.53	12,459.26	43,472.42	8,848.91	4,798.54	14,641.36	21,027.25	18,601.66	139,772.20	4,558.83
ENDING FUND BALANCE	\$ 101,111.43	\$ 131,649.13	\$ 139,732.80	\$ 117,393.17	\$ 130,062.08	\$ 178,346.03	\$ 217,411.96	\$ 250,330.77	\$ 293,057.15	\$ 213,347.17	\$ 351,117.36
TOTAL EXPENSES & RESVS	\$ 117,421.20	\$ 142,065.66	\$ 152,192.06	\$ 160,865.59	\$ 138,910.99	\$ 183,144.57	\$ 232,053.32	\$ 271,356.02	\$ 311,658.81	\$ 353,119.37	\$ 356,676.19

Note (a): Three Month Actuals per Ledger Summary Report of 12/31/19
Maintenance Mgmt System Through 12/31/19

